ESAF
ESAF SMALL FINANCE BANK
Joy of Banking

25th April, 2019

Mr. Febin Joy
Vilanguparayil House
Manippara P. O
Karimpan

Dear Mr. Febin Joy,

Sub: Offer letter for the post of – "Officer Trainee – Sales (Grade : A0)"

With reference to your application and the subsequent interview held, we have pleasure in making an offer of appointment to you as **'Officer Trainee'** in **ESAF SFB.**

You will be paid an annual CTC of Rs. 2,00,000/- (Rupees Two Lakhs Only) and a detailed structure of the same will be given later. This offer takes effect from your date of joining.

You will be on training for a period of six months followed by six-month probation. Your confirmation will be based on your performance.

You shall be eligible for TA/DA as applicable to your cadre for official purposes.

You will be governed by all rules, regulations and benefits laid down by the **ESAF SFB** from time to time as applicable to your cadre.

You are requested to produce the following documents at the time of joining;

- Passport size photograph – 10 Nos.
- Attested copy of ID proof/address proof along with originals.
- Attested copies of testimonials in proof of your age, qualification, experience etc. along with originals.
- Relieving order in original from the previous employer.

Please sign and return the copy of this letter within 7 days as a token of your acceptance of this offer of appointment.

We look forward to your valuable contribution towards taking **ESAF SFB** to greater heights.

Yours sincerely,

Dr. A. V. Jose
Head - HR

To: Mr. Febin Joy, Vilanguparayil House, Manippara P. O, Karimpan
CcTo: Head-HR/Finance/Personnel file.